

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, January 20<sup>th</sup>, 2020, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**ROLL CALL:**

Tom Diedrick-Vice Chair	<u>Exc.</u>	Ann Hartman	<u>X</u>
John Fenner	<u>X</u>	Sup. Andy Nicholson	<u>Abs</u>
Corday Goddard-Chair	<u>X</u>		

**OTHERS PRESENT:** Patrick Leifker, Chuck Lamine, Kathy Meyer, David Diedrick, Matt Roberts, Andy Dilling, Meika Burnikel, Cheryl Renier-Wigg and Stephanie Schmutzer.

Meeting began at 3:36pm.

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the November 18<sup>th</sup>, 2019 meeting of the Brown County Housing Authority.

A motion was made by A. Hartman, seconded by J. Fenner to approve the minutes from the November 18<sup>th</sup>, 2019 meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

2. Letter from HUD dated December 17<sup>th</sup>, 2019 regarding award of five (5) additional VASH Vouchers.

P. Leifker stated that this communication was in response to the application that the BCHA had applied for additional VASH Vouchers during August 2019. The letter indicated the effective date as February 1<sup>st</sup>, 2020; however, P. Leifker stated that after conversations with ICS staff, VA staff and BCHA staff, the effective date was adjusted to March 1<sup>st</sup>, 2020.

**REPORTS:**

3. Report on Housing Choice Voucher Rental Assistance Program:

A Preliminary Applications

There were 135 preliminary applications for December.

B. Unit Count

The unit count for December was 2,932.

C. Housing Assistance Payments Expenses

The December HAP expense totaled \$1,377,755.

D. Housing Quality Standard Inspection Compliance

There was a total of 313 inspections conducted for December. Out of the 313 inspections; 180 passed initial inspection, 58 passed re-inspection; 55 failed; and 20 were a no show.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

In December there were 287 Port Outs with an associated Housing Assistance Payment expense of \$290,205.00. For December, ICS was over-spent by \$30,996.51; the FSS program was over-spent by \$828.62.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

In December there were 85 active FSS clients, 52 clients in level one; 22 clients in level two; 7 clients in level three and 5 clients in level four. There were 7 new contracts signed, 0 graduates, 28 active escrow accounts and 49 active homeowners.

G. VASH Reports (new VASH and active VASH)

For December there was 1 new VASH client, for a total of 30 active VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

For December there were 44 total investigations, 6 new investigations, 34 outstanding cases and 4 cases closed. The breakdown for fraud investigations by Municipality is as follows: Green Bay, followed by De Pere and Ashwaubenon. Applications by Municipality are as follows: Green Bay, followed by De Pere and Ashwaubenon.

I. Quarterly Langan Denials Report

4<sup>th</sup> Quarter background checks completed by Langan and Associates, only 1 was not caught by ICS and that was due to an additional household member being added to the household that ICS was not aware of at the time of their background screening.

J. Quarterly Active Cases Breakdown

Head of Household is either Elderly or Disabled, 56%; Head of Household is not Elderly or Disabled but have earned income, 31%; Head of Household is not Elderly or Disabled, there is no earned income but there are dependents, 10%; Head of Household is not Elderly or Disabled, there is no earned income or dependents in the household, 3%.

K. Quarterly End of Participation

The three top reasons for termination in the 4<sup>th</sup> quarter were Voluntary Termination (36%), Family Obligations Violation (25%) and Port Outs Absorbed (16%)

L. Quarterly Customer Service Satisfaction

Responses from Customer Service survey indicated "Excellent" on 72% of responses, "Very Good" on 20% of responses and "Good" on 7% of responses.

A motion was made by J. Fenner, seconded by A. Hartman to receive and place On file. Motion carried.

**OLD BUSINESS:**

4. Consideration with possible action to discuss and review BCHA By-Laws regarding possible attendance policy.

J. Fenner introduced the draft of the "Attendance Policy" that was drafted by T. Diedrick and J. Fenner that was provided within the packet. J. Fenner identified that the policy is not intended for excused absences, rather only unexcused absences. C. Goddard asked BCHA Staff for clarification in regard to whether or not the BCHA board has the ability to terminate a commissioner from the board. P. Leifker stated that after discussion with Corporation Counsel about this policy, it was confirmed that the County Executive is the only individual that can remove commissioners from the board. An amendment was made to the drafted policy, the amended policy reads as follows:

*ATTENDANCE: It is expected that Commissioners will make every effort to attend scheduled meetings. An excused absence may be obtained by contacting the Chairperson of the Authority or the Executive Director, who shall communicate the request to the Chairperson. A Commissioner may be terminated from the Board due to unexcused absences, more than three (3) monthly meetings in a calendar year. A recommendation for termination may be submitted to the County Executive of Brown County through Board request.*

A motion was made by A. Hartman, seconded by J. Fenner to approve the amended attendance policy. Motion carried.

**NEW BUSINESS:**

5. Consideration and review of presentation by Family Services regarding the Youth Housing Navigator position that was funded through a BCHA grant in 2018.

P. Leifker gave a brief summary about the public service grants that the BCHA had awarded to three agencies in 2018 and introduced Meika Burnikel, Program Director with Family Services.

M. Burnikel thanked the BCHA for their dedication and commitment to finding solutions to end homelessness within Brown County. Since the beginning of this grant, the Youth Housing Navigator has served 200 youth (per HUD anyone that is 24 or under) to date. The original goal was to serve 100 youth throughout the entire 21-month grant cycle, which has already been exceeded in 16.5 months. M. Burnikel then discussed the handouts that were provided that identify the ages of the participants served, gender of participants, race of participants, etc. Of the 200 participants served, 131 of those have now identified that they have safe and stable housing options after working with the Youth Housing Navigator.

M. Burnikel stated that the funding that the BCHA had provided is nearly exhausted and she hopes that either the BCHA or other funds will become available to allow this position to continue. M. Burnikel stated that this position was originally drafted as a part time position, but after this pilot program it was determined that the need could support this position being a full-time position.

J. Fenner stated that he was surprised to hear that this position was not a full-time position, he indicated that the position should be and if funds are available it should be a full time position. C. Goddard indicated that the BCHA should discuss future funding usage.

A motion was made by A. Hartman, seconded by J. Fenner to receive and place on file. Motion Carried.

6. Consideration with possible action to approve the schedule of BCHA meetings for 2020.

P. Leifker shared the proposed meeting schedule for 2020. P. Leifker stated that the meetings in April and September would be held on the second Mondays of those months, while the remainder of the month's meetings would be maintained on the third Monday of each month at 3:30pm. P. Leifker indicated that the meetings in April and September would have to be held in an alternate meeting room, but notice will be provided at the prior month's meeting for those instances.

A motion was made by J. Fenner, seconded by A. Hartman to approve the BCHA meeting schedule. Motion carried.

**BILLS AND FINANCIAL REPORT:**

7. Consideration with possible action on acceptance of BCHA bills.

P. Leifker indicated that there are more checks than usual, due to the lack of a December BCHA meeting. Other than that, all of the bills are standard.

A. Hartman asked how many units that Freedom House is building in their new renovation. P. Leifker stated that he was not aware of the total number of units that are being built as part of their renovation.

A motion was made by J. Fenner, seconded by A. Hartman to accept and place on file the BCHA bills. Motion carried.

8. Consideration with possible action on acceptance of BCHA financial report.

P. Leifker presented the financial report. P. Leifker stated that these are preliminary numbers for 2019 and will have further information as we prepare for the year end reporting and upcoming audit.

A motion was made by A. Hartman, seconded by J. Fenner to accept the BCHA financial report. Motion carried.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

9. Housing Administrators Report.

P. Leifker stated that through conversations with BCHA staff and ICS staff a new strategy has been discussed in regard to the BCHA's voucher issuance strategy. P. Leifker stated, historically ICS would flood the market with vouchers in an effort to increase utilization. However, after continuing to see the lease up success rates decline, conversations began as to how to improve that process not only for ICS/BCHA but for the program participants as well. P. Leifker stated that this newer approach will focus more on a hands-on approach with ICS Housing Specialists which will include a landlord readiness packet for all new program participants to better assist them with their housing search. P. Leifker indicated that along with that approach, further data will be collected in an effort to clearly identify what issues exist and how to best react/respond to that. P. Leifker indicated that HUD is aware of this revised strategy and supportive of it. The only concern going forward may be that the BCHA could be identified as a "Standard Performer" with the SEMAP rating.

P. Leifker also passed out a Contact List to BCHA Board members with BCHA Staff, ICS staff and BCHA Commissioners contact information.

P. Leifker indicated that there was one application received for the Project Based Voucher Request for Proposals that was published in December. The one application that was received was from the Green Bay Housing Authority. The application will be reviewed internally and a recommendation as to whether or not to accept the application will be made at a future meeting date.

10. Executive Directors Report

C. Lamine indicated that he has tendered his resignation with Brown County as of March 5<sup>th</sup> as he will be retiring. C. Lamine stated that he appreciates the work of the BCHA as well as ICS and is excited about the direction that the BCHA is headed in. C. Lamine stated that conversations with Brown County staff are ongoing in regards to the replacement for the Planning Director position that C. Lamine is vacating. In regards to the BCHA Executive Director position, the hopes are that BCHA staff will be providing a recommendation on that at the upcoming February meeting after speaking with Brown County Executive Streckenbach.

**OTHER BUSINESS:**

None.

Date of next meeting: February 17<sup>th</sup>, 2020. A. Hartman indicated that she will be unable to attend the February 17<sup>th</sup> Meeting

A motion was made by J. Fenner, seconded by A. Hartman to adjourn. Motion carried.  
Meeting adjourned at 4:26 p.m.